

WATER BOARD OF TRUSTEES
Regular Meeting
April 18, 2016
3:00 PM
Location: 1208 South St.

Agenda

1. Approve agenda.
2. Approve minutes of the March 21, 2016 regular meeting.
3. Approve invoices and financial statements.
4. Customer forum.
5. Discussion of wastewater operations.
6. Consideration and discussion of billing for Red Carpet Inn.
7. Public hearing for Carbonado Road Water Main Replacement project.
8. Consideration and discussion of awarding tabulated bids for Carbonado Road Water Main Replacement.
9. Consideration and discussion of job description for Seasonal Maintenance Worker.
10. Consideration and discussion of job opening for Seasonal Maintenance Worker position.
11. General Manager's Update.
12. Miscellaneous.
13. Adjourn

INFORMATION CONCERNING AGENDA ITEMS:

Agenda Item #4

Chair – Please read this statement to the audience.

“This is the item reserved to receive comments from the community, our customers, for concerns whether or not they are included in the current agenda. The community is encouraged to come and speak before the Water Board of Trustees and asked to keep statements brief. Any questions are to be asked of the Water Department staff and Board of Trustee members prior to speaking to the full Board of Trustees so concerns may be properly researched and answered away from the meeting. Comments are to be directed to the Board of Trustees only.”

Agenda Item #5

- Staff continues to be challenged with a section of piping below ground that is failing. We have replaced about 10 feet and may need to replace even more.
- Additional interviews were held as the candidate that was originally offered the job declined. An offer has been made to a new candidate and accepted. The new employee will start April .
- Nurti-Ject is scheduled to be at both treatment plants to perform sludge judging of the three equalization basins in the next few weeks. That information will be used to determine what it will cost to remove the buildup from those basins.
- Staff is working to complete grease trap inspections.
- As stated later in the agenda, there is a need for seasonal maintenance labor at the facilities. I have put together a job description that will need to be discussed and then approved as well as the approval of a position.
- The sewer main work behind City Hall is complete.
- We had our kick-off meeting with Fox Engineering the last week of March. We then spent in excess of two hours walking through the southwest plant discussing operations of that facility. Another meeting is planned to go through the northeast plant as well.

Agenda Item #6

This is continuation from last month’s meeting with the same topic. The attorney for Red Carpet Inn was notified that this item would be on the agenda with a decision forthcoming from the Board of Trustees.

Agenda Item #7

This is the time and place to hold the Public Hearing for the Carbonado Road Water Main Replacement Project. Notice was published in the Oskaloosa Herald on April regarding this meeting and the public hearing. We will need a motion to open the public hearing, ask for any comments from the audience, and then a motion to close the public hearing.

Board members – please do not use this time to discuss this issue. The public hearing portion is a time to be used by members of the audience. Board members will be able to discuss the issue during the following agenda item.

Agenda Item #8

Jack Pope will be in attendance to present the tabulated bids for this project. Bids were opened at 11:00 AM Thursday. There were four bids presented. All bids appeared to have the proper bid bond with them. From lowest to highest they are;

| | |
|--------------------------|--------------|
| DeLong Construction: | \$401,305.00 |
| Morris Enterprises Inc.: | \$443,023.25 |
| Cornerstone Excavating: | \$443,281.25 |
| TK Concrete: | \$549,470.00 |

Jack will have a recommendation available for you by Monday morning. I will forward that information on when I receive it.

Agenda Item #9

Included in your packets is a job description for a seasonal maintenance position. It is similar to ones that have been approved by the Board at prior meetings. This position is intended primarily for the wastewater side of operations.

Agenda Item #10

This is a position that will be used primarily within wastewater operations. The City has budgeted for seasonal positions and used them in the past for wastewater. These position are for a maximum of 120 days to align with the Affordable Care Act provisions for health care coverage. As staff workloads continue to increase with the warmer weather, it has become apparent that there is a demonstrated need for additional seasonal help. At this time, I am requesting the approval of one seasonal position. Dependent on future workloads for mowing due to weed assessments, it may be necessary to increase this to two positions.

Agenda Item #11

Crystal has been working to get everything set up for the online bill payment ability. There is a training call Thursday morning for staff and then I believe we are ready on our end to take it live. The City's website, and our page on it, are also close to being ready to roll out. There is still the need for final approval and then all of the pieces are in place and we can start accepting online payments. The Dickinson law firm will proceed with updating our rules and regulations. I will forward these to you as they are prepared. The one of most pressing concern is the section that deals with billing and getting that updated and approved before the end of the fiscal year.

For the end of March, revenue was right where it needed to be and expenses were slightly below projected.

We have DOT approval to install the remainder of the 12" main along Highway 23. We expect to start the rest of this work the first week of May.

Fire hydrant flushing begins the week of April and will proceed until complete.

Water main has been installed for the Reserves at Ironwood apartment complex. It has passed pressure and bacteriological testing and been placed online. Staff has been working to connect over service lines to the homes affected in this area and then the old line will be abandoned.

Staff continues to work on changing out both commercial and residential meters.

Mike has asked that we continue to discuss water meters as a group and I believe that this agenda item will provide the adequate framework. I have asked staff to provide some detail on the number of meters that we have changed out since July 1, 2015 and then also since January 1, 2016. I will have that information for you at the meeting.

Agenda Item #12

There have been no leaks since the last meeting.

OSKALOOSA MUNICIPAL WATER DEPARTMENT

JOB CLASSIFICATION: Seasonal Maintenance Worker

| | | |
|--|--|-----------------------------------|
| DEPARTMENT: Water | ACCOUNTABLE TO: Distribution/Collection Supervisor | FLSA STATUS: Non-exempt |
| CLASS SUMMARY: Incumbents are responsible for performing a wide variety of routine activities in the general maintenance of water and wastewater facilities. Duties might include: operating light equipment and vehicles; performing preventative maintenance and cleaning equipment; performing snow removal duties; removing solid waste; assisting in performing maintenance repairs; performing grounds cleanup and grounds maintenance activities; picking up litter and debris; and, cleaning vehicles. | | |
| DISTINGUISHING CHARACTERISTICS: The Seasonal Maintenance Worker is a stand alone classification which is distinguished from other classifications in that it is an entry level classification which performs routine maintenance activities during the summer months. Incumbents may be assigned to a variety of locations throughout Oskaloosa to assist staff with maintenance and operations as needed. | | |

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) | FREQUENCY |
|----------|---|-------------|
| 1. | Operates light equipment and vehicles to assist with Water/Wastewater maintenance to include lawn mowers, tractor mowers, weed trimmers, snow blowers, pickups, and various hand tools. | Daily |
| 2. | Performs a variety of cleaning and minor repair duties of work locations and facilities to include mopping and waxing floors; washing windows, fixtures, walls and other surfaces; scrubbing clarifier units; painting facilities, changing light bulbs and removing solid waste. | Daily |
| 3. | Performs general maintenance of grounds including planting, weeding, watering and fertilizing flower beds, trimming trees and bushes, picking up litter and other related activities. | Weekly |
| 4. | Performs other duties as assigned. | As Required |

OSKALOOSA MUNICIPAL WATER DEPARTMENT

JOB CLASSIFICATION: Seasonal Maintenance Worker

Knowledge (position requirements at entry):

Knowledge of:

- General sanitation, environmental safety, and maintenance techniques;
- Maintenance and cleaning equipment.
- Work zone safety;
- Hand and power tool operation;

Skills (position requirements at entry):

Skill in:

- Operating light maintenance and cleaning equipment;
- Operating hand and power tools;
- Cleaning and maintaining facilities and grounds;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.); or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Positions which operate vehicles are required to have a valid Iowa Driver's License.

Working Conditions (position requirements at entry):

- Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, gases, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, poor ventilation, and intense noises.
- Incumbents will work outdoors in all kinds of weather conditions, as necessary, as well as indoors, as necessary.
- Incumbents will operate a multitude of equipment with varying degrees of noise and vibration.

Physical Requirements:

Positions typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.